



Call for Management Vice-president

Join the ISOT team in Timisoara.

The international students organization of Timisoara - ISOT is an NGO dedicated to represent the international students in the university of medicine and pharmacy in Timisoara that are around 1400 international students from all over the world. ISOT is looking for a team player to fill in the position of the Vice President of Management of ISOT in Timisoara. The position is responsible for leading the Social Department, coordinating the activity of its members and initiate social events.

DESCRIPTION

Vice President of Management will be the one to coordinate the activity of the social department and its offices and members - Human Resources, Financial Committee, and Social Committee -.

The Vice Presidents of Management is an entity that can take decision on behalf of the president that concerns the management and social activities. It is with their diligence and competence in their work that Vice Presidents of Management can focus on their managerial responsibilities without worrying for other tasks. The goal is to contribute to the efficiency of the overall organization by ensuring all assigned managerial duties are carried on timely and efficiently. Lastly, Vice Presidents of Management are responsible for maintaining the collegiality within their department and its offices.

RESPONSIBILITIES:

- Is the leader of the social and cultural affairs Department, coordinating its activities. Thus having bi-weekly meetings with the managers of these departments.
- Is responsible for coordinating the activity of the following committee: Editing, HR & IT, design, PR.
- Coordinates with the treasurer on financial matters as and when required
- Makes sure that the ongoing activities will take through the specialized department committees.
- Together with the PR department is responsible to establish plan for informing the students and the organization's members regarding ISOT activities.



- Is responsible on having sustainable social and cultural activities.
- Responsible for choosing the managers of the Editing, HR & IT, design, PR and social cultural affairs department via interview and final approval from the board.
- Together with the HR&IT department is responsible for recruitment strategy to increase ISOT members and that ISOT is open to new members.

REQUIREMENTS

1. Good communication skills – written and verbal;
2. Ability to work individually and in a team.
3. Leadership skills; allowing others to achieve their goals.
4. Diplomatic and negotiation skills; able to talk with other NGO's.
5. Ability to prioritize, respect the deadlines and work with others in a dynamic and multicultural environment.
6. Students in the university of medicine and pharmacy in Timisoara.

ISOT values those who take initiative and strive for constant self-development. We would be very interested to welcome in our team a person with such attributes, interested in the international students matters in Timisoara and the UMFT higher education issues and with a positive, but responsible, attitude towards her/his work responsibilities and colleagues.

Terms of volunteering;

- The post is volunteering and ISOT will give no financial imbursement.
- The estimated number of working hours: 10 hours/week.
- The volunteer is expected to fill in the management vice-president position until: May/2019.
- The volunteer will receive certificate stating his total working hours and services offered.

Starting date:

6th, May 2018 For more details, please contact:
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